



# MANITO ART LEAGUE

## SILENT AUCTION

URL to get into your Dashboard page:

Click the link below to access your page.

<https://manito-art-league.appsmith.com/app/manito-art-league/sadashboard-6993611be202ea433b6fdac1>

The screenshot shows the 'SILENT AUCTION Dashboard' interface. On the left is a vertical sidebar with a calendar and a date selector. The main content area has a purple header 'SILENT AUCTION Dashboard' and two buttons: 'Silent Auction Maintenance' (purple) and 'Reports' (yellow). Below these is a table with the following columns: year, total\_soldfor, total\_value, and total\_percent.

year	total_soldfor	total_value	total_percent
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### On your Dashboard:

- Click on Silent Auction Maintenance button to get into maintenance of the records
- Click on the Reports button to get to the Reports.
- Documentation is available on the buttons in the screens. Pdf download.

### NOTES:

- Data is REAL TIME Data, so make sure what you change is correct for the existing data.
- Deletions are not able to be done at this time. **For any record needing to be deleted, remove the data EXCEPT the Name.**
- This is LIVE, so data integrity is enabled, so if you see it is not updating, someone else may be updating that record. Try again later.
- The Customer Database covers ALL persons involved as members, patrons, artists, non-members, etc. Please be wary about changes on this database with persons.
- You can freeze columns to move thru the data.








### RULES ON ENTRY:

- Entering is case sensitive
- All fields do not need to be entered

- **DO NOT** use PERIODS or COMMAS!! All rows do not need to be entered, but each table **will** create an empty record for future use.
- **DO NOT** use PERIODS or COMMAS!!
- State is two letters ex: **WI**
- **Address** for PO Box is PO Box. Do not separate the PO, no periods. PO Box should be on the first address line. This helps for labels and post office standards.
- IF there is a **PO BOX** address- and other street address – POBox goes in the first address field and Street address goes in the second address field. This is helpful for mailing labels for Post office Regulations- POBox first. If not POB, then street address goes in the first address field.
- Yes or No **>DO NOT USE ALL CAPS** = Yes, NOT YES. (This makes things accurate when reporting)
- Phone format = 715-256-9833 USE DASHES
- **YEAR = 4 digits**, NOT 2. (2025)
- Volunteer fields are Years, to keep track of what year they can help (XXXX) Im sure we will be making changes to this in time. But we need to be consistent. This is a text field so if we want to make changes in the future we can.
- Business vs people. Business name goes into the LastName, First name will remain blank and Partner field will have the Full Owner NameCustid is for those that are members, you can lookup the custid in members report.

## SILENT AUCTION MAINT. INSTRUCTIONS

- Silent Auction Interactive Report- Add, Edit and Delete Records (delete in the future)

<div>  <span>ADD NEW ITEM</span> <span>HOME</span> <span>Silent Auction Documentation</span> </div>							
<div> <input type="text" value="Search..."/> <span>Filters</span> <span>Download</span> <span>37 Records</span> <span>Page 1 of 3</span> </div>							
Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
 \$	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
 \$	7	2025				Alfery, Christine	Earth's Jamboree
 \$	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
 \$	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.
 \$	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's River Ri.
 \$	17	2025				Barnhill, David	Milky Way over Bl.

### SORTING:

- Click or hover over/on the arrow next to the Field (Up= Ascending, Down=Descending) on any column you want to sort.


ADD NEW ITEM		HOME		Silent Auction Document	
Filters		Download		37 Records	
au_year	au_soldfor	au_purchby	au_phone	au_donor	
2025	\$ 170	Sort column ascending Sort column descending Freeze column left Freeze column right Mark White	715-892-1209	Alfery, Christine	
2025				Alfery, Christine	
2025	\$ 100		843-601-2501	Babb, Phil	
2025	\$ 220		843-601-2501	Babb, Phil	
2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	

## SEARCHING:

For advanced searching, use the filter

## TO FILTER:

- Click on the filter:
- You have many options here...You can search on any field with specific selections.



ADD NEW ITEM

HOME

Filters

Download

Save

Move

Change column datatype to see filter operators

×

Where

Attribute

				au_purchby	au_phone	
				Vicki Langer	715-892-1209	AI
				Mark White	843-601-2501	Br
				Mark White	843-601-2501	Br

- Select the Attribute (fields/column) you want to find.

MANITO ART LEAGUE ADD NEW ITEM HOME Silent Auction Documentation

Search... Filters Download 37 F

Save Move Change column datatype to see filter operators

Where Attribute

		au_custid	Num		au_purchby	au_phone	au_dc
					Vicki Langer	715-892-1209	Alfery, C
							Alfery, C
	14	au_year	Num	\$ 100	Mark White	843-601-2501	Babb, Ph
	14	au_purchby	Text	\$ 220	Mark White	843-601-2501	Babb, Ph
	17	au_phone	Text	\$ 110	Robin Pyrcik	630-921-1600	Barnhill,
	17	au_donor	Text				Barnhill,
	37	au_title	Text	\$ 60	Jennifer Dodge	715-892-7275	Bokern, f
	47	au_value	Num	\$ 300	Gail Vandewalker	319-360-3687	Brimmer,
	54	au_percent	Num	\$ 110	Paul Pyrcik	630-921-1600	Burgess,

- For Instance, if you want to find a person but not sure on the correct spelling
- You could use “contains”

MANITO ART LEAGUE ADD NEW ITEM HOME Silent Auction Documentation

Search... Filters Download 37 Records Page 1

Save Move Change column datatype to see filter operators

Where au\_donor

contains

		au_purchby	au_phone	au_donor	au_tit
		Vicki Langer	715-892-1209	Alfery, Christine	Yellow B
				Alfery, Christine	Earth's J
	14	Mark White	843-601-2501	Babb, Phil	Hat (Fig
	14	Mark White	843-601-2501	Babb, Phil	Early Sn
	17	Robin Pyrcik	630-921-1600	Barnhill, David	Heaven's
	17			Barnhill, David	Milky Wc
	37	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Row
	47	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grace
	54	Paul Pyrcik	630-921-1600	Burgess, Sean	Admirati
	54			Burgess, Sean	Dragonfl

- Enter letters of the lastname of the person you are finding and press Apply.

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Search...

Filters Download

Move Change column datatype to see filter operators

Where au\_donor contains vd

+ Add Filter

CLEAR ALL APPLY

	au_phone
	715-892-1209
	843-601-2501
14	2025 \$ 220 Mark White 843-601-2501
17	2025 \$ 110 Robin Pyrcik 630-921-1600

- You will see your results.
- X out to see the record

Pages / SAuction\_Maint

manitoartleague's apps / Manito Art League

Search... Ctrl + K

Share Deploy

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent Auction Documentation

Search... Filters (1) Download

2 Records Page 1 of 1

Move Change column datatype to see filter operators

Where au\_donor contains va

+ Add Filter

CLEAR ALL APPLY

	au_phone	au_donor	au_title
262-483-2819	Varga, Susan	Portraits of Bloom	
	Varga, Susan	Mandala Intuitive .	

Pages / SAuction\_Maint

manitoartleague's apps / Manito Art League

Search... Ctrl + K

Share Deploy

MANITO ART LEAGUE

ADD NEW ITEM

HOME

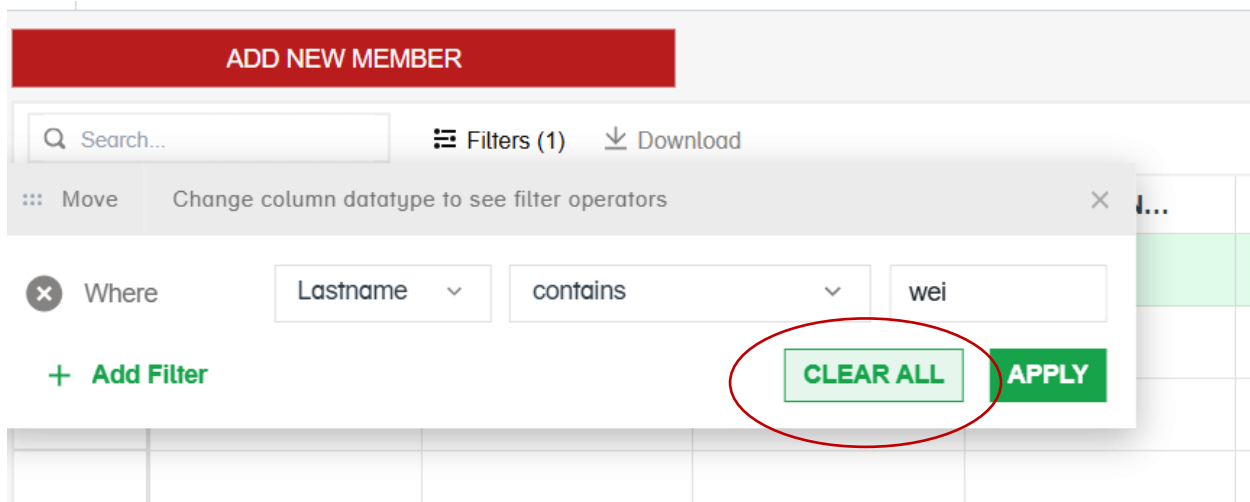
Silent Auction Documentation

Search... Filters (1) Download

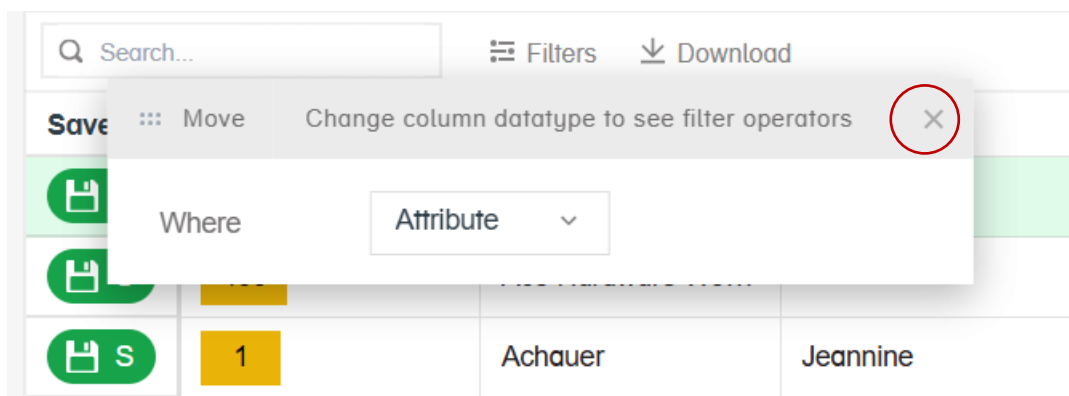
2 Records Page 1 of 1

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
363	2025	\$ 100	Sandy Cashman	262-483-2819	Varga, Susan	Portraits of Bloom	
363	2025				Varga, Susan	Mandala Intuitive .	

- To get back to the full table and see all the records, go back into filters and press CLEAR ALL.
- This will refresh all records back.

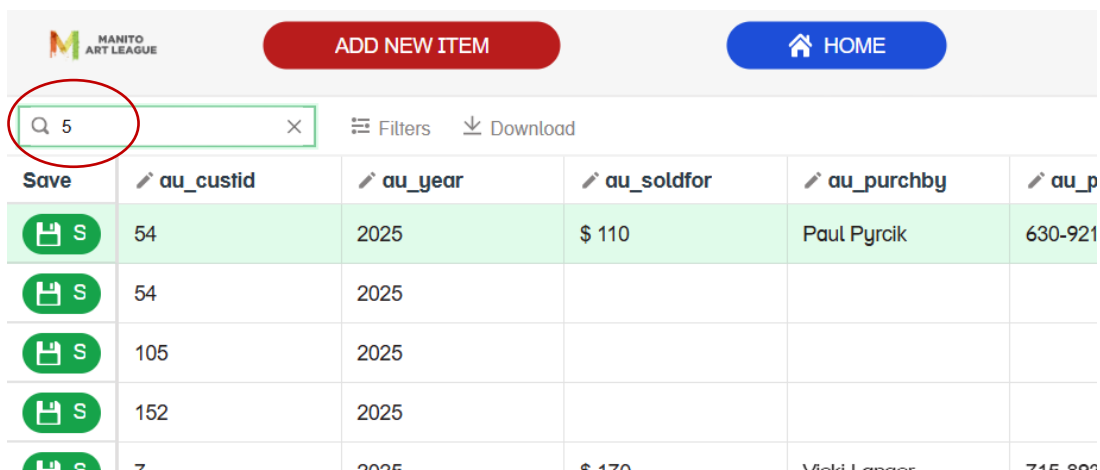


- And then click on the X to get out.








## TO USE THE SEARCH BOX: - CustId and Donor Name for Search Only

- Type in the letters and it will pop in the matching records.



- Same thing happens when you type in the custid
- The more letters you type in, the more the record will pop to the top





- Click on the “x” to clear the selection







MANITO ART LEAGUE		ADD NEW ITEM		HOME	
Q 5		Filters		Download	
Save	au_custid	au_year	au_soldfor	au_purchby	au_p
 S	54	2025	\$ 110	Paul Pyrcik	630-921
 S	54	2025			
 S	105	2025			
 S	152	2025			
 S	7	2025	\$ 170	Mark White	715-892

CUSTID LOOKUP:

## EDITING:

- To EDIT a field, Hover over the column and Click on the Arrow next to the column you are changing.
- Make your changes

 S	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	I
 S	17	2025				Barnhill, David	I
 S	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	I
 S	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	(

 S	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Early S
 S	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early S
 S	17	2025	\$ 110	Robin Pyrcik	630-921-1600	Barnhill, David	Heaver
 S	17	2025		Kat Nordby		Barnhill, David	Milky V
 S	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily	In A Rc
 S	47	2025	\$ 300	Gail Vandewalker	319-360-3687	Brimmer, Shannon	Grac

- Click SAVE when done Editing
- Changes saved will display when saved is clicked.
- A pop-up Update successfully will appear

Pages / SAuction\_Maint

Record updated successfully

ADD NEW ITEM HOME Silent Auction Document

Search... Filters Download 37 Records

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine
	7	2025				Alfery, Christine
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil
	17	2025	\$ 110	Robin Pycik	630-921-1600	Barnhill, David
	17	2025		Kat Nordby		Barnhill, David
	37	2025	\$ 60	Jennifer Dodge	715-892-7275	Bokern, Emily

## TO FIND THE DONORS FOR ENTRIES FOR EACH PERSON:

- Click on the custid number...
- You can find a person by last name also first but then must click the custid

ADD NEW PERSON HOME SilentAuction Instructions Refresh

Search... Filters Download 373 Records

Save	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
	7	Alfery	Christine		Brad		2127 To To Tom Drive		Lac du Flambeau	WI
	17	Barnhill	David		Phyllis Schuit		7164 Clawson Drive		Hazelhurst	WI
	37	Bokern	Emily		Jim		4795 Lavigne Rd		Manitowish Waters	WI
	47	Brimmer	Shannon				14263 Harris Cree...		Winchester	WI
	57	Bussey	Dorota				46829 Benson Road		Ashland	WI
	407	Carroll	Jamie				303 Parkmont Dr		Greensboro	NC

Search... Filters Download + Add new row 0 Records

Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
------	-------	-----------	---------	------------	------------	----------	----------	----------	---------

- This will bring up the donor records

ADD NEW PERSON HOME SilentAuction Instructions Refresh

Search... Filters Download + Add new row 373 Records

ave	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
	7	Alfery	Christine		Brad		2127 To To Tom Drive		Lac du Flambeau	WI
	17	Barnhill	David		Phyllis Schuit		7164 Clawson Drive		Hazelhurst	WI
	37	Bokern	Emily		Jim		4795 Lavigne Rd		Manitowish Waters	WI
	47	Brimmer	Shannon				14263 Harris Cree...		Winchester	WI
	57	Bussey	Dorota				46829 Benson Road		Ashland	WI
	407	Carroll	Jamie				303 Parkmont Dr		Greensboro	NC

Search... Filters Download + Add new row 2 Records

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
	2	7	2025				150	Earth's Jamboree	15 x 18



## To EDIT or ADD a Donors record:

- Click on the Yellow Custid you want to Add an artist record to the entry history
- You will see the information if any below
- To add a record, click on +Add new row

The screenshot shows the Manito Art League database interface. At the top, there are navigation buttons: 'ADD NEW PERSON', 'HOME', 'SilentAuction Instructions', and 'Refresh'. Below these is a search bar and a table of donors. The table has columns: 'ave', 'ArtClick', 'Lastname', 'Firstname', 'BusinessNa...', 'Partner', 'Birthdate', 'Street', 'Addr2', 'City', and 'State'. Below the donor table is a table of auction records. The 'Add New Row' form is highlighted with a red circle. It has columns: 'ave', 'au\_id', 'au\_custid', 'au\_year', 'au\_soldfor', 'au\_purchby', 'au\_phone', 'au\_value', 'au\_title', and 'au\_size'. The 'Save row' button is also highlighted with a red circle.

ave	ArtClick	Lastname	Firstname	BusinessNa...	Partner	Birthdate	Street	Addr2	City	State
Save	7	Alfery	Christine		Brad		2127 To To Tom Drive		Lac du Flambeau	WI
Save	17	Barnhill	David		Phyllis Schuit		7164 Clawson Drive		Hazelhurst	WI
Save	37	Bokern	Emily		Jim		4795 Lavigne Rd		Manitowish Waters	WI
Save	47	Brimmer	Shannon				14263 Harris Cree...		Winchester	WI
Save	57	Bussey	Dorota				46829 Benson Road		Ashland	WI
Save	407	Carroll	Jamie				303 Parkmont Dr		Greensboro	NC

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
Save	2	7	2025				150	Earth's Jamboree	15 x 18

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
Save	2	7	2025				150	Earth's Jamboree	15 x 18

- A blank row will appear on top the records.
- If you change your mind before clicking save and need to cancel it out, ---You can click on Discard rectangle on the right, that will remove the row. If you already added a row, you can delete it later (see delete instructions)

The screenshot shows the 'Add New Row' form. The 'Discard' button is highlighted with a red circle. The form has columns: 'ave', 'au\_id', 'au\_custid', 'au\_year', 'au\_soldfor', 'au\_purchby', 'au\_phone', 'au\_value', 'au\_title', and 'au\_size'. The 'Save row' button is also visible.

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
Save	2	7	2025				150	Earth's Jamboree	15 x 18

- Enter the information on the row
- When completed, Click on the Save row rectangle at the right of the screen.

The screenshot shows the 'Add New Row' form. The 'Save row' button is highlighted with a red circle. The form has columns: 'ave', 'au\_id', 'au\_custid', 'au\_year', 'au\_soldfor', 'au\_purchby', 'au\_phone', 'au\_value', 'au\_title', and 'au\_size'. The 'Discard' button is also visible.

ave	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
Save			2028				600	Testing	2 x 4
Save	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
Save	2	7	2025				150	Earth's Jamboree	15 x 18

Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
	2	7	2025				150	Earth's Jamboree	15 x 18
	39	7	2028				600	Testing	2 x 4

## TO EDIT A ROW:

- Select your row
- Click on the right side to get the green pencil and edit your fields. You can edit the whole row or any fields at the same time in that One row.

Save	au_id	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_value	au_title	au_size
	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
	2	7	2025				150	Earth's Jamboree	15 x 18
	39	7	2028				600	Testing	2 x 4

	1	7	2025	170	Vicki Langer	715-892-1209	450	Yellow Bird	20x20
	2	7	2025				150	Earth's Jamboree	15 x 18
	39	7	2028				600	Testing	20x 40

- And the updated record is here.
- You can add or edit any other records while you are on this screen.

## ADDING A NEW MEMBER RECORD (THAT IS NOT FOUND IN THE CUSTOMER DATABASE:

- Click on the ADD NEW MEMBER BUTTON

<a href="#">ADD NEW ITEM</a> <a href="#">HOME</a> <a href="#">Sil</a>						
Search...	Filters	Download				
Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	c
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfe
	7	2025				Alfe
	14	2025	\$ 100	Mark White	843-601-2501	Bat

- This will pop up an empty form display to enter the new member
- Please follow the entry RULES on the first page.

Form

ID

Cust ID

AU Year

Sold For

Au Value

Purchased By

Phone

- Fill in the fields all the way down to the bottom that need to be filled in
- Fill in the needed information down the whole list....

Form

Cust ID

248

AU Year

2028

Sold For

Purchased By

Phone

Donor

Kat Nordby

Title

Blazing colors

- When you complete all the fields that need to be entered, all the way to the bottom
- Click Submit

Form fields and values:

- Phone: (empty)
- Donor: Kat Nordby
- Title: Blazing colors
- Au Value: 450
- Size: 16 x 20
- Medium: Acrylic

Buttons: Reset, Submit (circled in red)

- After Clicking the Submit, it will return you to the screen.

<div> <span>ADD NEW ITEM</span> <span>HOME</span> <span>Silent Auction Documentation</span> </div>							
<input type="text" value="Search..."/>		<span>Filters</span> <span>Download</span>		38 Records Page 1 of 3			
Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
S	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
S	7	2025				Alfery, Christine	Earth's Jamboree
S	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
S	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To see the new entry, Search the New Member

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent Auction Documentation

Q nor

Filters Download

1 Records Page 1 of 1

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	248	2028				Kat Nordby	Blazing colors

- When done – click back to Home button

MANITO ART LEAGUE

ADD NEW ITEM

HOME

Silent Auction Documentation

Search...

Filters Download

38 Records Page 1 of 3

Save	au_custid	au_year	au_soldfor	au_purchby	au_phone	au_donor	au_title
	7	2025	\$ 170	Vicki Langer	715-892-1209	Alfery, Christine	Yellow Bird
	7	2025				Alfery, Christine	Earth's Jamboree
	14	2025	\$ 100	Mark White	843-601-2501	Babb, Phil	Hat (Figurative)
	14	2025	\$ 220	Mark White	843-601-2501	Babb, Phil	Early Snow (Land.

- To get to your Reports page, click on the reports button.

MANITO ART LEAGUE

## SILENT AUCTION Dashboard

Calendar

To

Select Date

Silent Auction Maintenance

Reports

year	total_soldfor	total_value	total_percent
------	---------------	-------------	---------------

- Select the link you want to see in reports. You will **not** be able to get back to the dashboard page at this time. Please see Report instructions for more information.
- All reports are able to sort, filter, etc.
- Let me know if you want changes to your reports.

MANITO ART LEAGUE

## REPORTS

Label Instructions

Report Instructions

**MEMBERS**

MEMBER FULL REPORT - copy of maintenance for reporting

Current Member Rpt

MEMBERS EMAIL REPORT - Emails of current members

Member Emails

MEMBER MAILING LABELS

Member Mail Labels

**ART SHOW**

PREVIEW NIGHT NAME TAGS

NameTags

**SILENT AUCTION**

Silent Auction Full Rpt

**PATRONS**

PATRON FULL REPORT - copy of maintenance for reporting

Patron Full Rpt

PATRON REPORT - Latest Patron Year - Latest Art Purchase

Current Patron Rpt

PATRON MAILING LABELS

Patron Mail Labels

PATRON TAX REPORT-LABELS

Patron Tax Report